

POSITION AVAILABLE
COURT ADMINISTRATOR
54TH Judicial Circuit Court – Tuscola County
440 N. State Street
Caro, MI 48723

Salary: \$40,000 to \$50,000 Negotiable

Reports to: Chief Circuit Judge

General Summary – Under general direction, is responsible for the administrative and non-judicial functions of the Circuit, Family & Probate Courts involving the case processing, personnel, budgets, juries, facilities, security, collection and other functions. Directs the processing of the civil, criminal and probation case flows. Reviews and implements new court rules, statutes, administrative orders and laws affecting case processing, technical and personnel matters. Individual will implement and oversee a full collection process within the court system of costs, fines and other reimbursement to the courts and county.

Supervision Exercised – Working through one or more subordinate supervisors, plans, directs, makes staffing decisions and exercises authority over a group of court professional and clerical employees of the Circuit and Family Courts and assists in the supervision of the Friend of the Court personnel.

Typical Duties & Responsibilities – (Not to be construed as all inclusive job description)
Establishes management policies, procedures and program review techniques to ensure the effective administration of the courts.

Advises and often provides direction to judges on matters regarding new laws or court rules, the court calendar, case progresses, backlogs and other concerns. Provides judges with updated information and recommends courses of corrective action.

Assists the Assignment Clerk to control of the court calendar ensuring proper case flow by monitoring case progress, adjournment policies and the scheduling of court cases.

Supervises the summoning of jurors, making determinations as to the excuse policy and schedules jury cases to ensure efficient use of jurors. Oversees the maintenance of records of jury service and payment of jury fees.

Reviews and interprets federal, state and local legislation to ensure court operational compliance. As needed, confers with the State Court Administrative Office regarding interpretation and implementation issues.

Assesses the procedural and workload impact of regulation changes and determines fiscal, staff, security and/or equipment needs and if necessary, takes appropriate action.

Reviews the State schedule of fines and makes recommendations to the judges for implementation and publication, as well as to ensure compliance with governmental accounting practices.

Assists the Judicial Council in working with the County Board of Commissioners in developing and implementing policies and procedures for all courts.

Develops, prepares and submits for approval an annual budget. Monitors budget implementation, evaluating expenditures and ensuring adherence to authorized spending and compliance with governmental accounting practices. Prepares forecast and reports on revenues and expenditures ensuring proper management.

Ensures the collection and appropriate disbursement of revenue to State and municipalities within the division's jurisdiction.

Confers with the Family Court Judge and the Chief Judge of the Circuit regarding requests being submitted before the Board of Commissioners and other legislative bodies. Presents the requests to the legislative body and works with the Controller in presenting matters for the County Board of Commissioners' consideration.

Directs the clerical processing of all court cases, the maintenance of court records and adherence to court record retention and record disposal schedules and requirements.

Accountable for the initiation and signature of professional services contract workers. Hires and monitors performance of contractual workers, billings, wage increases and renewal or termination of contracts. Reviews and authorizes payment of contractual workers.

Answers to audits conducted by the County, State and/or Federal authorities.

Develops and implements security procedures, ensuring same are followed for entire facility and operation and discusses them with local law enforcement officials. As needed, attends calls regarding emergency situations that happen beyond regular business hours of the court.

Provides and prepares information for the media, public and civic groups, community agencies and associations regarding court related issues, and develops internal guidelines regarding court and media relations.

Analyzes the court's data processing needs and discusses requirements with other courts and Information Systems' representatives to determine appropriate changes. Coordinates the implementation of new systems to improve court efficiency and comply with changes in legislation.

Prepares a variety of reports and other documents related to court operation for the county and state legal authorities ensuring accuracy and compliance with legislation.

Promotes and participates in education activities endorsed by community based agencies and professional related associations.

As needed, may participate in the selection of equipment needs and monitors the design of court facility space ensuring compliance with state and federal mandates.

Other duties and responsibilities as assigned.

Qualifications:

Minimal:

- Must pass the pre-employment medical examination provided by the county.
- Successfully complete a six-month introductory period.

Desirable Qualifications:

- Possess a bachelor's degree or equivalent from an accredited college or university with a major in Criminal Justice, Public Administration, or closely related field; OR
- Possess a bachelor's degree from an accredited college or university AND a post-graduate degree in Public Administration, Business Administration or related field or a Juris Doctor Degree.

(Any combination of related college coursework and experience as a court operations manager or equivalent may substitute the Bachelor's degree as described above on a year-for-year basis).

1. Have had at least seven (7) years of increasingly responsible full-time work experience in a court setting including at least three (3) years of administrative responsibility.
2. Have a Certificate from the Institute of Court Management.
3. Possess considerable knowledge of federal, state, and local regulations relative to the operations of courts.
4. Possess considerable knowledge of the policies and practices of courts.
5. Possess considerable knowledge of court programs.
6. Possess considerable knowledge to prepare and present oral and written reports to officials, administrators and other interested groups or individuals.
7. Prior experience as a deputy court administrator.

**SEND RESUME NO LATER THAN THE END OF THE BUSINESS DAY,
March 4, 2005.**

**Lezley Mangel, Assignment Clerk
54th Judicial Circuit Court
449 Green Street
Caro, MI 48723**

POSTED: February 9, 2005
REMOVE: March 7, 2005

The 54th Judicial Circuit Court is an Equal Opportunity Employer.